

# WATER SHUT-OFF

## IMPORTANT NOTICE

The City of Orange prohibits anyone other than City employees from shutting off the main water valves. These valves are owned and maintained by the City of Orange.

If you need to turn off the water to your building, you will need to contact the City of Orange (714.285.2475 or 714.538.1961) and arrange to have them turn off the main water shut-off valve for your building. Locate the main water valve for your building by using the online map, the directories located at the La Veta and Parker entrances, or the maps provided in the annual mailing.

- The Association will not and does not shut-off water to buildings for homeowners.
- If you or your plumber attempt to shut off the water to your building using the main water shut off valve – you may be fined \$500 by the Association.
- If you or your plumber damages the main water valve to your building the cost of replacement, as billed by the City of Orange, will be assessed to your account. This maybe as much as \$2000.

### If you have a plumber:

- Contact a plumber of your choice and make an appointment.
  - If you choose to use your own plumber, you and the plumber assume full responsibility for any damage caused during the work for which you have contracted;
  - Other than opening the water heater closets, neither the manager nor members of the Board of Directors will unplug/plug in, turn off/turn on, or open/close anything related to plumbing;
- If you need a plumber and do not have one, you may contact Coast Plumbing @ 714-241-1414 or the management company for a referral to another plumber.

### If you don't have a plumber:

- The Board of Directors does not encourage homeowners or residents to work on plumbing. Because even minor plumbing problems can potentially escalate into major events, we recommend that you always use a professional, trained and licensed plumber;
- Other than opening the water heater closets, neither the manager nor members of the Board of Directors will unplug/ plug in, turn off/turn on, or open/close anything related to plumbing;
- If you choose to do plumbing work without the help of a professional plumber, then you should be aware that you will be fully responsible for any damage that occurs to your unit, neighboring units or the common area.

### Notify:

- The management company at least 72 hours in advance of your appointment;
- Each resident in your building at least 48 hours in advance of your appointment.

### Locate:

- Your building's water shut-off valves;
- Your building's water heater(s);
- Your building's exterior hose-bibs/water faucets.
- Hot water valves located at the top of the water heater;
- Cold water valves located beneath the exterior hose-bibs/water faucets.

### Disconnect:

- The recirculating pumps in **ALL** water heater closets attached to your building.

### Complete your repairs:

**After you are done, reverse the process and restore water to your building.**

## **Water shut-off procedure:**

You **MUST** contact the management company a minimum of 72 hours prior to shutting off the water to your building. Failure to contact the management company with enough notice may result in access being denied and a fine being assessed.

After you have notified the management company, you are required to notify each resident in your building at least 48 hours in advance. For your convenience, there is a notice available for you to download at [www.lvmhoa.org](http://www.lvmhoa.org) under the “forms” drop-down menu.

To shut off the water to your building:

1. Locate the water heater closet(s) for your building. Most buildings have two water heaters. If you have contacted the management company as required, the water heater closet should be unlocked around 8am. If the water heater closet is not unlocked – contact the management company immediately.
2. Open the water heater closet doors, locate and disconnect the recirculating pump from the outlet. Doing this will stop the forced flow of hot water to your building. Above the water heater you will see two valve handles – turn each of these valve handles so that they are parallel to the ground. Doing this isolates the water heater from the building and completely shuts off the flow of hot water. If you are working on something that only uses hot water, then this should allow you to complete your job.
3. To drain the water from the building, you will need to shut off the water valve and open the faucets located on the outside of the building. These valves and faucets are usually located in the front of each building near the front windows of some condominiums, however they can be located on front patios or in backyards.

## **IMPORTANT INFORMATION**

Because the Association pays for water used by residents of the community and pays for the maintenance of the common-area plumbing, including the water heaters, the Association has established guidelines for homeowner's requiring assistance with plumbing issues:

- Homeowners are responsible for all angle stops, appliances, bathtubs, faucets, fixtures, shower enclosures, toilets, and valves.
- Homeowners are also responsible for pipes, pumps, water heaters, and valves that are damaged in the course of making repairs to an individual condominium.
- The main water valve to the Association may only be turned off and on by employees of the City of Orange.

